



Beef Cattle Research Council  
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### Interim Operations Manager

Research is key to driving competitiveness and innovation in the Canadian beef cattle industry. The Beef Cattle Research Council (BCRC) is committed to delivering and supporting initiatives that effectively accelerate the development and uptake of research findings and outcomes by industry. The BCRC is currently expanding its activities in several areas and is seeking an individual to help implement and manage current and enhanced BCRC programming.

Under the direction of the Executive Director, the Operations Manager supports the development and implementation of BCRC's business planning, budget development and management, and results and financial reporting processes. This position will assist with board management and governance and will support the renewal and implementation of the Canadian Beef Research and Technology Transfer Strategy. The Operations Manager will work directly with the BCRC team to develop funding applications, support project contracting, administration, and financial reporting.

***This is an interim position to fill a maternity leave. The length of the contract will be a minimum of one year with the potential to extend the term.***

**Location:** Calgary (preferred) with hybrid work options available. Full-time remote options will be considered

**Status:** Full-time contract position

**Start Date:** July/August 2023

**Responsibilities:** The primary duties and responsibilities of the BCRC Operations Manager include:

- Support BCRC operational responsibilities including external stakeholder communications, business planning and program implementation, and associated performance measures and results reporting
- Support BCRC budget development and financial management processes including program and project budget administration, funding partnerships, and financial reporting
- Assist in BCRC board meeting planning and administration, ensuring that Council governance, secretariat, committee and technical working group services are complete
- Development and maintenance of internal work system processes associated with program implementation to support research and technology transfer funding programs
- Communicate with industry stakeholders and represent BCRC at industry meetings and events
- Contribute to the development and execution of BCRC's Canadian Beef Research and Technology Transfer five-year Strategy including consultations, strategy writing, and engagement with partner funding agencies
- Support Beef Science Cluster and other funding application development processes including application writing, project and budget development, and project contracting and implementation processes
- Assist in the delivery and financial management of BCRC programming including Science Clusters

**Qualifications and skills:**

- Applicable post-secondary education, such as an undergraduate or graduate degree in business management and/or agriculture, and a minimum of 5 year's experience in program or business management
- Excellent written and oral communication skills with attention to detail
- Advanced computer skills, working with various application including, but not limited to, Microsoft Office products including Excel, Access, Word, Outlook, and Sharepoint
- Experience in budget development, management, and fiscal responsibility
- Experience in business planning and results reporting including program implementation and performance measurement
- Knowledge and experience in operations management with understanding of not-for-profit organization structure and accountability to the board, industry partners and funders
- Excellent interpersonal skills including relationship building
- Ability to work in a team setting as well as independently with a strong self-motivated work ethic
- Experience in government funding application development, contracting, and financial reporting is an asset
- Knowledge of agriculture and/or the beef cattle industry is an asset

**Salary:** Negotiable and dependent on qualifications and experience

Please submit your cover letter and resume with confidence to: Andrea Brocklebank, Executive Director at [brocklebanka@beefresearch.ca](mailto:brocklebanka@beefresearch.ca)